

Section A: Initial Event Information

Name of Report Initiator:

Time of event (*mm/dd/yyyy, hh:mm*):

Time of Report (*mm/dd/yyyy, hh:mm*):

Location of event/equipment:

Type of event:

- Material release (any material other than water that is discharged from primary containment – if checked Section C must be completed)
- Injury (if checked Section D must be completed)
- Equipment Damage
- Process Upset
- Fire/Explosion
- Other

Event Details

Who/What:

How:

Why (including immediate corrective actions – and longer-term corrective actions, if known):

Was a drug and alcohol test requested (see considerations below)? Yes No

Was the incident serious (if yes go to next question – if no, no further information required)?: Yes No

Was the incident serious but there is a credible explanation (if no – test)?: Yes No

Section B: Risk Assessment (see Appendix A for Suncor Risk Matrix)

Actual Consequence:

Potential Consequence:

Likelihood:

Section C: Material Release

Form Type of LOC: Liquid release Vapour release Solids release

Wind Speed (km/h):

Wind Direction:

Temperature (°C):

Start (mm/dd/yyyy, hh:mm):

End (mm/dd/yyyy, hh:mm):

Duration (minutes):

Location:

Description of Material:

Release Volume: Litres m³ kg

Circumstances and Cause of Release (if known):

Public Affected: Yes No

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Observed Effects (if any):

Containment and Clean-Up Efforts:

Method of Disposal:

Alarm/notification system:

- Alarm system in place and operated properly
- Alarm system in place but FAILED to operated properly
- NO alarm system in place

Comment:

Relevant personnel notified:

- Suncor
- Regulatory [CVECO/MOE] (*See Appendix M of the Spill Prevention and Contingency Plan for Data Required by the MOE*)
- Public

Comment:

Available resources:

- Equipment
- Material
- Personnel

Comment:

Final confirmation – the level of response to the release was:

- Appropriate
- Needs Improvement

Comment:

Section D: Injury

Part of Body:

Nature of Injury or Illness:

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Object/Equipment/Substance Inflicting Harm:

Type of Contact:

- Struck against / by (circle most relevant)
- Caught in / on / between (circle most relevant)
- Slip / Fall on same level / lower level (circle most relevant)
- Overexertion
- Contact with heat / electricity / cold / radiation / caustics / acids / noise / toxic / noxious (circle most relevant)

Notifications

Ambulance: Yes No Time of Call:

CVECO: Yes No

• Immediate Critical Injury/Death – Section 51 Ministry of Labour Notification Required (*see Appendix B for definition and additional instruction*): Yes No

Time of Call [1-877-202-0008]:

○ If yes to above, Joint Health and Safety Worker Representative Notification: Yes

Time of Call:

○ If yes to above, Management Notification: Yes

• Injury Requiring Medical Attention that Disables Worker from Performing Usual Work : Yes No

○ If yes to above, Joint Health and Safety Worker Representative Notification: Yes No

○ If yes to above, Management Notification: Yes

Signature of Operations Supervisor/Department Manager:

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APPENDIX A – Suncor Risk

Likelihood Category–Frequency Guidelines (B.U. Basis)	Event Description	Project Execution	Description	Likelihood Category (Increasing Likelihood)	L6	L5	L4	L3	L2	L1	C1	C2	C3	C4	C5	C6							
$f \geq 1/\text{yr}$	Occurs once per year in BU / facility and is likely to reoccur annually	Higher than 90% chance	Probable														III	II	I	I	I	I	I
$0.1 \leq f < 1/\text{yr}$ (between 1/yr and 1/10 years)	Expected to occur several times in the BU/facility lifetime	70%–90% chance	Possible														III	III	II	I	I	I	I
$0.01 \leq f < 0.1/\text{year}$ (between 1/10 and 1/100 years)	Expected to occur in the BU/facility lifetime	50%–70% chance	Unlikely														IV	III	III	II	I	I	I
$0.001 \leq f < 0.01/\text{year}$ (between 1/100 and 1/1,000 years)	May happen less than once during the BU/facility lifetime	30%–50% chance	Rare														IV	IV	III	III	II	I	I
$0.0001 \leq f < 0.001/\text{year}$ (between 1/1,000 and 1/10,000 years)	Remote chance of happening	10%–30% chance	Remote														IV	IV	IV	III	III	II	II
$f < 0.0001/\text{year}$ (less than 1/10,000 years)	Extremely remote chance of happening	< 10% chance	Extremely Remote														IV	IV	IV	IV	III	III	III
											Consequence Category (Increasing Consequence)												

Action Priorities		Social	Health & Safety (Public and Employees)	Incident – no treatment	Single first aid injury / illness or multiple no treatment cases	Single restricted work case or a medical treatment injury / illness or multiple first aid cases	Single temporary disability or a lost time injury / illness or multiple medical aid cases	Single permanent disability or multiple lost time cases	Fatality or multiple permanent disabilities							
Residual Risk Level	Risk Responsibility															
I	Responsible Senior Leader in BU is made aware of risk and assures mitigation and risk reduction plans are implemented.									Reputation (Legal requirements & commitments)	Individual concern - single stakeholder complaint. No media involvement.	Multiple stakeholder complaints / local media attention/ no impact on Suncor's reputation	Community concern/ regional news/ adverse impact on Suncor's reputation at regional level	Provincial or State news/ adverse impact on Suncor's reputation at provincial/ state level	National news/ public outrage/ short-term drop in market share and share price	Recurring national / International media attention / punitive action by government against company/ long-term major impact on market share and share price.
II	Responsible VP ensures preventive controls and mitigation plans are established and maintained, and risks are re-assessed at appropriate intervals.									Regulatory Consequence	Below regulatory limits	Regulatory notification required	Regulatory Limit / Requirement breached; formal regulatory reporting triggered	Regulatory Limit / Requirement breached. Moderate response from authority	Regulatory investigation and response with penalties	Significant regulatory response with significant penalties.
III	Line management monitors the risk, ensures operational controls and mitigation plans are functioning and procedures are followed.									Environmental Consequence	Release to on-site environment, controlled by passive controls	Release to on-site environment, controlled by active controls	Release with minor impact to significant receptor	Release off-site with moderate impact to significant receptor	Release off-site with major impact to significant receptor	Significant release with catastrophic impact to significant receptor
IV	Front line leaders ensure that employees and contractors are aware of the risk, and follow established procedures & operational controls.	Economic Consequence (Business / Operating Loss – Financial / Asset Damage / Reliability / Business Interruption)	C < \$100k	\$100k = C < \$1M	\$1M = C < \$10M	\$10M = C < \$100M	\$100M = C < \$500M	C > \$500M								
		Project Costs % of total Project	C < 1%	1% < C < 3%	3% < C < 5%	5% < C < 7%	7% < C < 9%	C > 9%								

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APPENDIX B—Ministry of Labour Notification Requirements

Critical Injury or Death

Where a person is killed or critically injured from any cause at a workplace, the constructor, if any, and the employer shall notify a MOL Inspector, a JHSC representative and the trade union, if any, immediately of the occurrence by telephone or other direct means and the employer shall, within forty-eight hours after the occurrence, send to a MOL Director a written report of the circumstances of the occurrence containing the following information:

- Name and address of the constructor and the employer
- Nature and the circumstances of the occurrence and the bodily injury sustained
- Description of the machinery or equipment involved
- Time and place of the occurrence
- Name and address of the person who was killed or critically injured
- Names and addresses of all witnesses to the occurrence
- Name and address of the physician or surgeon, if any, by whom the person was or is being attended for the injury

Critical Injury Definition

For the purposes of the Act and the Regulations, “critically injured” means an injury of a serious nature that:

- Places life in jeopardy
- Produces unconsciousness
- Results in substantial loss of blood,
- Involves the fracture of a leg or arm but not a finger or toe,
- Involves the amputation of a leg, arm, hand or foot but not a finger or toe,
- Consists of burns to a major portion of the body
- Causes the loss of sight in an eye

In the event of a critical injury, the scene must be preserved. Except for the purposes of saving life or relieving human suffering or preventing unnecessary damage to equipment or other property, no person shall disturb, alter or carry away any wreckage, equipment, device, article or thing at the scene or connected to the scene until permission has been given by an inspector. The scene shall be taped off with red DO NOT ENTER tape. All work activity associated with the incident shall be stopped until permission to continue has been given by an inspector.

Injury Requiring Medical Attention Disables Worker from performing his or her usual work

If a person is disabled from performing his or her usual work or requires medical attention because of an accident, explosion or fire at a workplace, but no person dies or is critically injured because of that occurrence, the employer shall, within four days of the occurrence, give written notice of the occurrence to a MOL Director, a JHSC representative, and the trade union, if any.

The report shall contain the following information:

- Name, address and type of business of the employer
- Nature and the circumstances of the occurrence and the bodily injury or illness sustained
- Description of the machinery or equipment involved
- Time and place of the occurrence
- Name and address of the person suffering the injury or illness
- Names and addresses of all witnesses to the occurrence
- Name and address of the physician or surgeon, if any, by whom the person was or is being attended for the injury or illness
- Steps taken to prevent a recurrence

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APPENDIX B—Ministry of Labour Notification Requirements

Occupational Illness

If an employer is advised by or on behalf of a worker that the worker has an occupational illness or that a claim in respect of an occupational illness has been filed with the Workplace Safety and Insurance Board by or on behalf of the worker, the employer shall give notice in writing, within four days of being so advised, to a MOL Director, a JHSC representative and the trade union, if any, containing the following information:

- Name, address and type of business of the employer
- Nature and the circumstances of the occurrence and the bodily injury or illness sustained
- Description of the machinery or equipment involved
- Time and place of the occurrence
- Name and address of the person suffering the injury or illness
- Names and addresses of all witnesses to the occurrence
- Name and address of the physician or surgeon, if any, by whom the person was or is being attended for the injury or illness
- Steps taken to prevent a recurrence